



Cambridge Melchior College

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Pre Arrival Information for International Students

We are delighted that you have been offered a place at Cambridge Melchior College and we look forward to welcoming you.

Cambridge Melchior College appreciates and enjoys the cultural diversity brought by international students. The majority of our students are from different parts of the world. The aim of this booklet is to give you some practical advice and information to help you prepare for your arrival and for living and studying in Cambridge Melchior College. We hope this information will help you plan in advance and make your move to the United Kingdom as smooth as possible.

We hope that you will thoroughly enjoy your time with us and get involved in all aspects of Cambridge Melchior College life. If you have any questions or concerns about coming to study in the United Kingdom please do contact us so that we can help you.

We look forward to meeting you at Cambridge Melchior College.

With Best Wishes

Admissions Team

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1. Pre Arrival

1.1 Important Issues

Applicants from overseas are reminded that they must comply with the Immigration department regulations, particularly, in respect of attendance, notification of change of contact details/personal circumstances and satisfactory progress at Cambridge Melchior College during their period of study. Students must give good reasons along with supporting evidence for absence and will be accepted only if Cambridge Melchior College finds it genuine and acceptable. Any unauthorised absences will be reported to the Immigration Department

Cambridge Melchior College will keep all students' passport pages, showing all personal details (including biometric details) and leave stamps or immigration status documents - including evidence of their entitlement to study in this country and the period that they have permission to stay here. Cambridge Melchior College will update these records as necessary. It is the students' responsibility to ensure that they will notify Cambridge Melchior College immediately if there is any change in their contact details e.g. address, telephone number, mobile telephone number, or any other change in their personal circumstances. The student can notify any changes by completing the Change of Details Form.

Students' must provide the details of their next of kin at the time of application and notify Cambridge Melchior College immediately should there be any change pertaining to their next of kin.

Cambridge Melchior College will report to the immigration department any student who fails to enrol on their course within the enrolment period.

Cambridge Melchior College will report to the immigration department if any student discontinues their studies which includes any deferrals of study.

Cambridge Melchior College will also report to the Immigration department if there is any significant changes in students' circumstances e.g., if the length of a course of study shortens.

1.2 Immigration Requirements

For information about the Student Visitor Visa please refer to the Home Office website <https://www.gov.uk/study-visit-visa>

1.3 Insurance & Health Care

1.3.1 Travel Insurance

Before you travel, you are advised to insure your luggage and label it clearly with Cambridge Melchior College name, or name of your accommodation in the UK. Insurance, however, is not compulsory.

1.3.2 Medical Insurance & Health Care

Students from EEA countries

If you are a student on a Visitor's Visa from the European Economic area (EEA) and you fall ill or have a medical emergency during your temporary stay in England, then you will need a valid European Health insurance card (EHIC) issued by your home country. If you cannot show a valid EHIC you may be charged for your treatment.

Please note: The EEA is a free trade zone between the countries of the European Union (EU), Iceland, Norway and Liechtenstein. The regulations on access to healthcare in the EEA also apply to Switzerland.

Students from non-EEA countries

If you are a student from a non-EEA country you need to ensure you are covered for healthcare through personal medical or travel insurance for the duration of your visit.

If you need NHS treatment and you have not arranged insurance, you will be charged 50% of the standard NHS rate, unless an exemption category applies to you or your treatment.

Some services and treatments carried out by the NHS are exempt from charges and include:

- Accident and emergency services- not including emergency treatment if admitted to hospital.
- Family planning services-this does not include termination of pregnancies or infertility treatment.
- Treatment for most infectious diseases, including sexually transmitted infections (STIs)
- Treatment for a physical or mental condition caused by torture, female genital mutilation, domestic violence or sexual violence-this does not apply if you have come to England for the purpose of seeking that treatment.

There are certain categories of people who are exempt from charges:

- People who are resident in a country that has a reciprocal healthcare agreement with the UK (Armenia, Azerbaijan, Bolivia, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Russia, Tajikistan, Turkmenistan, Ukraine, Uzbekistan) this information is correct as from 1st January 2016.
- People granted refugee status in the UK.
- Someone seeking asylum or temporary or humanitarian protection until your application is decided.
- Someone receiving support from the home office.
- An asylum seeker who is in receipt of support.
- A child looked after by the local authority.
- Someone formally identified or suspected of being a victim of human trafficking.
- Someone receiving compulsory psychiatric treatment.
- Someone detained in prison or by the immigration authorities.
- Someone employed on a ship registered in the UK.
- NATO personnel.

1.3.3 Dental and Eye Care

It is difficult to find an NHS dentist, and you should be prepared to pay for private treatment for dental care. For eye care you can visit an optician, who will charge approximately £25 for an eye test. For lenses and frames you should expect to pay separately at a cost of £50 to £450, depending on your choice. We advise all international students to have their teeth and eyes checked before coming to the UK.

1.4 Financial Advice

1.4.1 Banking

You must ensure adequate funds prior to accepting a place of study at Cambridge Melchior College. Student Administration can provide you with information on how to open a bank account on arrival at Cambridge Melchior College.

Whilst there is no limit on funds brought into the UK, you may need to meet exchange control requirements in your own country. You should avoid bringing large amounts of cash into the country as this poses a security risk. Instead, bring travellers cheques or a bank draft.

To open up a bank account in the UK you will need to provide the following information:

- Cambridge Melchior College Enrolment Letter
- Passport
- Confirmation of your UK and overseas address
- Money for your travel to the UK
- Confirmation of address

You are advised to limit the amount of cash that you bring into the country with you, for security reasons. It is also advisable not to keep your cash and personal documents all in the same place on your person (for example passport, acceptance letter, travellers cheques, personal contact addresses and numbers etc.). We also recommend that you take two sets of photocopies of your personal documents prior to travelling, taking one copy in your check-in luggage and leaving one with your family. You will need to bring some sterling cash with you for your first few days in the country (approximately £200), and money in the form of travellers cheques (approximately £300) for immediate expenses. If you are renting accommodation you may need more immediate money for deposits and advance rent.

Please note that it may take a few days to set up a bank account. Be careful when carrying large sums of cash on your person, and take a note of your traveller cheque numbers, to be kept separately from your hand luggage.

1.4.2 Living Expenses per Academic Year

On top of your course fees, you may need at least £80.00 a week to maintain your living costs.

The cost of living expenses is dependent on so many factors. Here are some examples:

Return bus ticket to Cambridge city centre - £4.10
Average cost of a cup of coffee - £2-£3

A Meal for a single person in an inexpensive restaurant -£14.00
Meal for 1 person, mid-range restaurant, three courses - £25.00
McDonald's meal or equivalent - £5.00
Bottle of water - £1

Your international calling costs will probably be high as you may want to call home often. At Willingham House/your Homestay you will have access to the Internet you can take advantage of Skype to call around the world for little or nothing.

1.4.3 Budgeting

Be sure to budget sensibly whilst you are studying in the UK. It is difficult for students to supplement their income and you can not rely on part time work to provide for your living expenses. If you do experience any financial difficulties whilst you are studying, contact the College's Student Services department immediately, so that you will be provided with financial advice.

1.4.4 Checklist before Arrival

- Have I obtained all the entry clearance/visa information I need?
- Have I booked my accommodation?
- If I have booked accommodation through Cambridge Melchior College, do I have the letter confirming the address?
- Have I received the Letter of Acceptance?
- Have I contacted the Head of Human Resources and Administration regarding my disability (disabled students only)?
- Have I bought my ticket and travel insurance?
- Have I checked the government's restrictions on taking money out of the country?
- Have I spoken to my bank about transferring money to a UK account, or about obtaining an ATM/Cash Card?
- Have I checked luggage restrictions and allowances
- Have I obtained cash in UK sterling and travellers cheques for the first few weeks of my stay?
- Have I spoken to my doctor about any drug prescription I may need to bring with me?
- Have I had a dental/eye test?
- Have I arranged airport pick up with Cambridge Melchior College or with a contact in the UK?
- Do I have the following documents in my hand luggage or on my person when travelling: passport, acceptance letter, evidence of financial support, accommodation and contact addresses for the UK, other relevant personal documents, and traveller's cheques/cash?

2. Arriving in the UK

2.1 When Should I arrive?

Students should aim to arrive a few days before induction day begins in order to familiarise themselves with Cambridge Melchior College and local surroundings, and rest before classes begins. If possible aim to arrive at Cambridge Melchior College for the first day of enrolment. If you have not pre-arranged permanent accommodation you should leave at least one to two weeks in order to do this.

2.2 Immigration Control

When you enter the terminal and approach passport control, you will see electronic screens indicating where you should queue. There will be two types of queue: one for travellers with British or EEA (European Economic Area) passports, and another for all other passport holders. Make sure you join the correct queue or you could waste a lot of time. When you reach the front of the queue, the Immigration Officer at the desk will want to see that your documents are in order, so make sure that you have the following documents ready:

- Your passport/travelling document
- Your Cambridge Melchior College acceptance letter
- Evidence of your funding, such as: sponsor's letter or bank statements

You should also be prepared to answer some questions about yourself, including where you will be staying and what you intend to do during your time in the UK.

You may be asked to undergo a brief, routine health check by the airport doctor, which might include an X-ray. The health check will take place in a separate room. Afterwards, you will need to return to immigration control.

As long as your documents are in order, you should pass through Immigration smoothly. However, if you find that you need help for whatever reason, you can ask the immigration officer to telephone Cambridge Melchior College (keep the telephone number readily available)

2.3 Customs Control

Once you have collected luggage, you will have to pass through Customs Control, which is divided into three different channels:

BLUE CHANNEL is for travellers from the EU who are not declaring any goods for customs duty.

GREEN CHANNEL is for travellers from outside the EU with nothing to declare. Customs Officials may still stop you and ask you to open your luggage for inspection.

RED CHANNEL is for travellers with goods to declare.

If you are carrying more duty free or tax-free goods than you are allowed to bring, you will be asked to pay duty on them before you can proceed. So if you choose to bring in more goods than your duty-free allowance, do make sure you have a credit card or enough extra cash to pay the duty.

Make sure you know what the prohibited goods are and that you are not bringing anything prohibited with you.

There are strict rules regarding the importation of food and plant products into the EU from non - EU countries, for example importing meat and dairy products is prohibited.

2.4 Registration with the Police

Your entry clearance, or the stamp that the immigration officer gives you when you arrive in the UK, will state whether or not you have to register with the police.

EEA and Swiss nationals and Commonwealth citizens so not have to register.

Your entry clearance or stamp will probably tell you to register with the police if:

1. You are aged 16 or over and are either from one of the countries listed below, or a stateless person, or are travelling on a non-national travel document (rather than passport): Afghanistan, Algeria, Argentina, Armenia, Azerbaijan, Bahrain, Belarus, Bolivia, Brazil, China, Colombia, Cuba, Egypt, Georgia, Iran, Iraq, Israel, Jordan, Kazakhstan, Kyrgyzstan, Kuwait, Lebanon, Libya, Moldova, Morocco, North Korea, Oman, Palestinian, Territories, Peru, Qatar, Russia, Saudi Arabia, Sudan, Syria, Tajikistan, Tunisia, Turkey, Turkmenistan, United Arab Emirates, Ukraine, Uzbekistan, Yemen

and

2. If you intend to stay in the UK for more than six months as a student.

If your entry clearance or stamp tells you to register, your spouse, civil partner or child is likely to be given an entry clearance or stamp that tells them to register too.

2.4.1 How to Register

If you do need to register (check the stamp in your passport), you must do so within seven days of your arrival in the UK. Go to your local police station and take:

- Your passport
- Two passport-sized photographs of yourself
- The registration fee (currently £34)

Each time you change your address and whenever you extend your permission to be in the UK, you must renew your police registration. There is no charge for renewal unless you have lost your original registration document.

2.5 Travel to Cambridge Melchior College

The college will by prior agreement organise transfers from the airport. If you do not wish to use this service we must be made aware, in writing, of how you are planning to get to the College. E.g. family member, taxi etc.

2.6 What to Bring

2.6.1 Baggage Allowance

Be sure not to exceed your baggage allowance and try not to bring a lot of luggage with you as you will have to carry it at some point! It is often cheaper to buy things locally, if you take into account extra baggage and freight costs. In your suitcase you are advised to carry the following:

- Photocopies of important documents (and leave a copy with your family at home too).
- Warm clothing and comfortable shoes
- Any sharp objects, liquids or gels (for example perfume and face cream) as these cannot be carried in your hand luggage.
- Photos and reminders of family and home
- Small gifts and souvenirs to give as thank-you presents if you visit someone's house.
- Passport sized photos

2.6.2 Clothes & Personal Items

You will need warm clothing when you arrive, particularly if you are coming from a hot climate. Be sure to take a jumper or jacket in your hand luggage.

There is no dress code at Cambridge Melchior College - most students dress informally, for example in jeans, trousers, or a skirt with a jumper or t-shirt.

Bring your normal range of clothes and buy additional items when you are here. There are many cheap shops in the local area, for example Primark, TK Max, Tesco, H&M, Asda, Peacocks and local markets.

Bring clothes for a special occasion, for example a suit, dress or national costume.

Religious dress can be worn at any time and discrimination on religious grounds is illegal in the UK.

You may bring your laptop - it is advisable to get this insured before you travel.

2.7 Do not bring

Do not bring valuables, plants/seeds, and dairy or meat products. There are strict controls on importing foodstuffs and plants, including heavy fines and imprisonment. Your food stuffs can be purchased in the local area around Cambridge Melchior College, which has excellent international food shops and markets.

2.7.1 Books/Equipment

You might want to bring textbooks and dictionaries that you use frequently and which will help you with your studies. Wait until you reach Cambridge Melchior College before you purchase the books on the reading lists, with the advice of other students or staff.

2.7.2 Cooking Equipment and Bedding

You should not bring cooking equipment or bedding to the UK as these are bulky items to carry and are provided in your accommodation.

2.8 Welcome to Cambridge Melchior College

On arrival at Cambridge Melchior College you will be taken to the Admissions Office where you will be welcomed to Cambridge Melchior College and given your registration and induction pack, and have some refreshments.

3. Studying at Cambridge Melchior College

3.1 Classes

A teacher will talk about the subject of study, and students are expected to take notes, even where handouts are provided. They are designed to give a basic understanding of the particular subject under study, which a student will be expected to enhance through private research. There will also be activities and class discussions where you are expected to get involved, answer and ask questions.

The teacher may ask you for an opinion or ask you to challenge a viewpoint held by themselves or a member of the class.

3.2 Seminars

These are interactive discussion groups. The tutor will discuss a pre-arranged topic with the class, who are expected to have prepared and read in advance in order to take part fully in the debate. Students may be asked to prepare a presentation for the class, which will then lead to the discussion.

3.3 Attendance

Students must attend the classes listed on their timetables. According to Cambridge Melchior College attendance policy, students must attend a minimum of 90% of their whole course of study. The only way you can get exemptions from the attendance of the classes are that there must be exceptional circumstances that force you to be absent from the classes. Severe illness, accident, or an issue of life and death are good examples that will give you exemptions. Circumstances other than those will be of little help for you.

Please note: non-attendance may be reported to your parents, guardians, agents and/or the border agency.

3.4 Punctuality

Being late for classes is not only detrimental to the academic progress of the latecomer, but is disruptive for the entire class. Students arriving late may be marked absent. Persistent offenders may be suspended from Cambridge Melchior College.

3.5 Teaching Period

All full-time students are expected to attend daytime classes for a minimum of 15 hours per week from Monday to Friday. Course start and end dates are an indication of the academic calendar and are not expected to change. Cambridge Melchior College reserves the right to alter dates in order to facilitate or improve the provision of the course and its examinations.

3.6 Disabled Students

The College is committed to ensuring that all students receive equal opportunities for study. Please note that international students are not entitled to funds from the UK government to assist them with their disability during their studies.

3.7 Books & Stationery

Cambridge Melchior College provides students, where applicable, with the relevant course materials. The textbooks and other course materials forming an essential part of class work must be brought to the class by students. Students are expected to buy their own textbooks and stationery.

3.8 Examination Entry

Though Cambridge Melchior College informs, advises and assists students in examination entry procedure, it is entirely the students' responsibility to register with the professional bodies as Student Members and to register for examinations in good time. All examination fees and student membership fees must be paid by the student.

3.9 Library Facility

The Cambridge Melchior College library is a quiet relaxing place for students to work or read privately. It is also the perfect place for group study.

3.10 Part-time Work

Your student visa usually does not allow you to do any paid work.

3.11 Conduct

Students are expected to conduct themselves responsibly on Cambridge Melchior College premises. Misconduct may result in the expulsion of the student from Cambridge Melchior College. In such cases no refund of fees will be given and any outstanding tuition fees will be payable.

4. General Information

4.1 Life in the UK

Coming to the UK to study will be an exciting time for you to meet new people and find out about a new culture. For students unused to the Western way of life, however, you may find the culture and some of the traditions very strange! This section aims to familiarise you with some UK customs and give you some basic insight into the UK way of life.

Politeness is ingrained into the British way of life thus 'please', 'thank you' and 'sorry' are some of the most commonly used words in the UK. It is advisable to use these, especially when in the company of strangers.

British people are relaxed, but also quite reserved especially with people they do not know. If strangers do not greet you on the street, for example, it is not personal - merely an expression of this reserved culture.

It is important to be on time in Britain and being late is generally considered to be rude. If you are going to be late you should inform the person you have arranged to meet beforehand.

Equal rights for all people - whatever race, gender, class, religion, disability or sexual orientation - is extremely important in the UK. It is illegal to discriminate against anyone on these bases. In accordance with this law, you are free to wear religious dress at any time.

Tipping is not obligatory and should be given for good service only. You may wish to tip a taxi driver or a waiter in a restaurant.

If you are invited to someone's house for a meal it is polite to bring a small gift (bottle of wine, flowers, chocolates or a souvenir from your country) to say thank you.

4.2 Safety & Emergency

If an emergency occurs, dial 999 on the nearest phone. This is a free number, which will put you in contact with the emergency medical, police, fire or coastguard services.

Please note that police officers are friendly and approachable, and will be happy to help you. They are not connected to the military and are not usually armed.

4.3 Climate & Clothing

The UK has a temperate climate, with warm damp summers and cool wet winters. Generally, the weather is unpredictable and can vary even within one day. The average temperature during winter is approximately 4°C, and during the summer months 18°C.

There are four seasons in the year:

4.3.1 Autumn - September to November

In autumn the weather can be both cold and warm. Temperatures vary between 7-18 degrees centigrade, but are likely to get colder towards November. You will need a warm jacket and an umbrella!

4.3.2 Winter - December to early March

Winter brings Britain's shortest and coldest days (about 7-8 hours of daylight) but these can be beautifully crisp and bright. Temperatures vary between 0-5 degrees centigrade. Occasionally it snows.

4.3.3 Spring March to May

In Spring, the weather can be warm and mild or cold and wet! Temperatures vary between 6-11 degrees centigrade. It gets warmer towards May.

4.3.4 Summer June to August

Most days are warm, and sometimes hot, but evenings can be cool. Temperatures average 15-25 degrees centigrade, but can reach 28-38 degrees. During winter, the longest night of the year is 22nd December when it is dark for about 15 hours. During summer, the shortest night of the year is 21st Jun when it is dark for a little more than 5 hours.

4.5 Religion

The UK is a multicultural society and discrimination on the basis of religion is illegal.

Cambridge Melchior College is a tolerant institution. We encourage students to practise their own faith and have respect for others. The area where Cambridge Melchior College is located is a particularly multi-cultural area, and there are plenty of places to worship, whatever your faith.

4.6 Staying in Contact

It is possible to stay in contact with home through a variety of methods:

- Postal services
- International Direct Dialling
- Phone cards
- Public payphones
- Mobile phones
- Email

4.7 Useful Contacts

UK Visas and Immigration: <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

UKVI- Visa Services Directorate: www.ukvisas.gov.uk

Travel Information <http://traveline.info/>

British Council

www.britishcouncil.org

Embassies around the world

www.embassyworld.com

UKCISA

www.ukcisa.org.uk

OISC

www.oisc.gov.uk

Emergency Police, Fire Service and Ambulance Contact No: 999